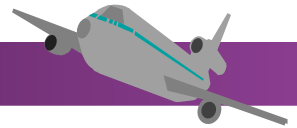
Defense Travel System



Records Management

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25 Feb 99

Records Management

- Introduction
- Topics of Discussion
- Summary
- Conclusion

Records Management

Purpose: Provide an overview of the DTA roles and responsibilities and their functions for Records Management.

Records Management

- **Topics of Discussion:**
  - **Assistance with processing Freedom of Information Act (FOIA) requests**
  - **Retention of paper receipts**
  - **Access to Common User Interface (CUI)**
  - **Personal profiles (CUI) upload**

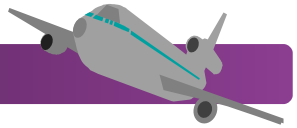
Freedom of Information Act

- **FOIA: A written request for DOD records that reasonably describes the record(s) sought, made by any person, including a member of the public, organization, or a business.**

- **Section 552 of title 5, U.S. code, FOIA.**

- **DOD Directive 5400.7 - FOIA Program, and DOD Directive 5400.7R**

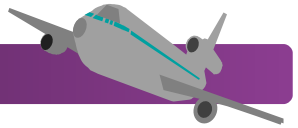
Freedom of Information Act



- **DTAs are to assist their respective Services & Agencies in researching the records at the CUI**

- **The Service/Agency FOIA Officer in most cases has the responsibility to process all non Defense Travel System FOIA actions.**

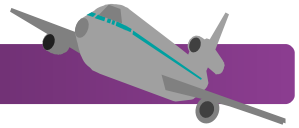
Freedom of Information Act



- **FOIA applies to all records, including electronic records**

- **MTMC is the release authority for Defense Travel System for processing all FOIA requests.**

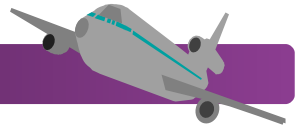
Retention of Paper Receipts



- **Deputy Secretary of Defense issued the DOD Financial Management Regulation DOD 7000.14-R.**

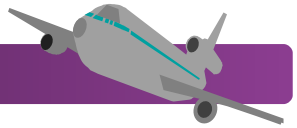
- **Connected travelers must maintain receipts documenting all lodging, regardless of amount, and individual**

Retention of Paper Receipts



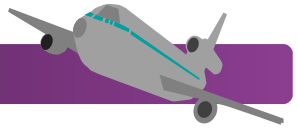
- **Nonconnected travelers must forward a signed paper travel claim and receipts documenting all lodging, regardless of the amount, and individual expenses of $75 or more to the appropriate Government entity for input into the CUI and retention by that office for a period of 6 years and 3 months.**

Access to CUI/MIS



- **Travel Ledger**
- **Accounting Summary**
- **Document Summary**
- **Audit Failures**
- **Audit Adjustments**
- **Unsubmitted Voucher**
- **Outstanding Advances**
- **Routing Status**

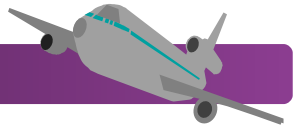
Access to CUI/MIS



- **Travel Ledger:** Display or print all records of travel advances and travel claims for a traveler where the trip request travel authorization number has not been marked “reconciled”

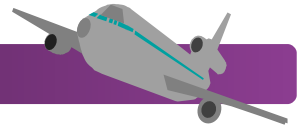
- **Accounting Summary:** Provides the DTA expense category subtotals for each accounting code. Report can be run on all document types (trip requests, travel claims, local

Access to CUI/MIS



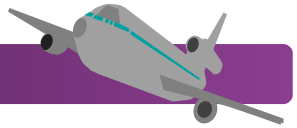
- **Document Summary:** **Report is broken down into five separate reports:**
  - **Traveler**
  - **Accounting Code**
  - **Travel Auth Number**
  - **Location**
  - **Trip Purpose**

Access to CUI/MIS



- **Audit Failures: Produces a list of documents that have failed an audit. Once this report is run, the CUI automatically sends email notices to travelers noting the reason(s) the document failed the audit(s).**

Access to CUI/MIS



- **Audit Adjustment: Provides a list of documents that have been adjusted during the routing and approval process.**

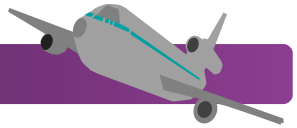
- **Unsubmitted Voucher: Provides a list of trip requests (authorizations) that have not been submitted.**

Access to CUI/MIS

- **Outstanding Advances: Provides a list of travelers who have outstanding cash advances. DTAs can specify the number of days that the cash advance has been outstanding.**

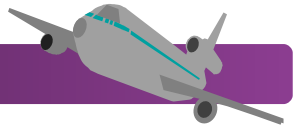
- **Routing Status: Indicates where there are bottlenecks in the routing of documents**

CUI Upload



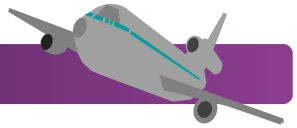
- **Personal Profiles (CUI Upload)**
  - **The Defense Travel System, in conjunction with DMDC will be responsible for initially populating the CUI with an organization's personnel data.**
  - **Traveler's personal information (name, SSN, address (home/work), gender, UIC, status of traveler, GOVCC, EFT account etc.).**

CUI Upload

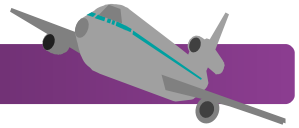


- **Personal Profiles (CUI Upload)**
  - **DTA will be required to go in and modify the data as appropriate for their organization and update accordingly.**
  - **Privacy Act sensitive information**

Summary

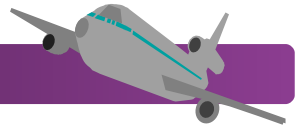


- **Process of FOIA Requests**
- **Retention of paper receipts**
- **Access to CUI MIS**
- **Personal Profiles (CUI) Downloa**



Questions

Contacts



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